

Position Description: Workforce Innovation AI Advisor

Position Details

Position	Workforce Innovation AI Advisor
Team	Workforce Innovation Unit
Reports to	Workforce Innovation Unit Manager
Direct reports	nil

Position Summary

We are seeking a dynamic and strategic thinker to support ISQ's exploration of the use of technology to address workforce issues and lead the responsible implementation of AI (Artificial Intelligence) and Emerging Technologies in schools. This dedicated individual will be responsible for establishing an annual AI in Education Conference, developing a bespoke AI advisory service, creating an AI professional learning suite, exploring strategic partnerships, monitoring and evaluating the impact of AI initiatives, and supporting internal ISQ innovation.

Relationships

Key internal relationships	Education services, School Services and Events teams
Key external relationships	Member schools, strategic partners

Responsibilities

The position is responsible for, but not limited to:

1. Creating an AI Professional Learning Suite
2. Facilitating relevant stakeholder groups to ensure independent schools have ready access to expert insights and developments in the use of AI and emerging technologies in school education
3. Develop and promote the effective use of AI and Emerging Technologies across the independent school sector
4. Design and deliver (or partner to deliver) a suite of professional development offerings, including:
 - a. Prompt engineering for educators
 - b. AI for inclusive and differentiated instruction
 - c. AI-driven assessment tools
 - d. Leadership training on AI strategy and governance

Requirements

Knowledge and experience	<ul style="list-style-type: none"> • AI & Emerging Technology Expertise • Deep understanding of AI tools, applications, and
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	<p>trends in education</p> <ul style="list-style-type: none"> • Experience with prompt engineering and AI integration in curriculum planning • Familiarity with AI governance, ethics, and risk frameworks • Experience working in or with independent schools • Understanding of curriculum frameworks (e.g., QCAA, Ochre Education) • Knowledge of inclusive education and differentiated instruction
Skills and attributes	<ul style="list-style-type: none"> • Strong relationship-building skills with schools, boards, government agencies, and EdTech companies • Experience in leading communities of practice and collaborative initiatives • Deep knowledge of AI platforms • Proven ability to lead large-scale events like conferences • Strong organisational and planning skills • Excellent written and verbal communication skills • Strong presentation skills • Experience in consulting with schools and boards to identify and solve business problems • Ability to translate complex technical concepts into accessible language <p>Preferred Experience</p> <ul style="list-style-type: none"> • 5+ years in EdTech, AI-related roles or education leadership, • Experience in independent school systems or associations • Prior involvement in policy development or strategic advisory roles.

APPROVED BY: CEO

DATE: